

# Health and safety policy

**This is the statement of general policy and arrangements for:**

**Overall and final responsibility for health and safety is that of:**

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

Wokingham Waterside Centre (WWC)
WWC Trustees. Chairman Earl Hewett
Cloud9 Pursuits and the duty manager for the day

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Earl Hewett, Chairman All staff members	All staff must make themselves aware of, and follow the companies' activity procedures and control measures whilst at work.
To provide adequate training to ensure employees are competent to do their work	Earl Hewett, Chairman All staff members	Staff will complete an induction delivered by a senior staff member into work at the centre including all policies and how to access these for reference. Training will be provided to ensure all staff have training to fulfil their role. – Trustees to ensure this.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Duty manager in consultation with trustees if appropriate All staff members	During opening procedure, the duty manager is to complete an overview check that the health and safety conditions are appropriate for the day ahead and implement additional measures if appropriate. All staff members are to raise any questions/concerns as they arise with a senior member of staff.
To implement emergency procedures - evacuation in case of fire or another significant incident.	All staff members co-ordinated by duty manager	All staff are to familiarise themselves with emergency procedures which will be covered in the induction process.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Earl Hewett, Chairman Duty manager to implement All staff members to maintain	All staff members to raise if they have any questions/concerns and to be responsible for maintaining the safe storage and use of substances and the equipment used in their work. Policies implemented by the directors are to be followed at all times unless there is a concern raised with a director regarding this and they have informed otherwise.
Health and safety law poster is displayed:	Back corridor of WWC	
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) (see note 2 below)	The first-aid box is located in the first aid room on the wall and also in the office with an AED on the wall outside of the first aid room, there are also multiple other first aid boxes located around the site which staff are made aware of as part of their induction. The accident book is located in the office. Any accident that occurs requiring medical attention is entered into the accident file using the appropriate form. Any incident that occurs that did not result in actual injury but had the potential for an injury or critical incident is entered into the near miss section of the accident file. A copy of these must be forwarded by the duty manager to Kathryn Hall to review. Of these any that are reportable under RIDDOR regulations will be reported by a director asap after the occurrence.	
Signed: (Employer)	Earl Hewett	Date: Reviewed by Kathryn Hall: 13/09/2023, 19/12/2023, 3/2/2024 Changes added 1/10/24
Subject to review, monitoring and revision by:	WWC Trustee	Every: 12 months months or sooner if work activity changes

# Risk assessment

**Organisation name: Wokingham Waterside Centre (Building)**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on uneven banks or the terrain.	We carry out general good housekeeping. There are no trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. There is also non-slip on the outdoor stairs leading to the building.	Ensure that this level is maintained. Large groups are asked to use the slope to access the building, not the stairs, to prevent overcrowding on the stairs which may lead to falls.	All staff, duty manager to monitor	20/04/22	Ongoing
Lightning	Staff and visitors may be injured by a lightning strike to them or the surrounding area	Be aware of the weather forecast. In the event of lightning, the whole group should get off the water as soon as possible and to an appropriate location. This location to be determined by duty manager and conveyed to all staff and participants (through staff members).	Ensure that this level of awareness is maintained. Activities may recommence 30 mins after last lightning seen.	All staff, duty manager to monitor	20/04/22	Ongoing
Falling from the balcony	Staff or visitors to the building may find themselves falling off the balcony in case of misuse/misbehaviour.	All users of the building to ensure that there is no messing around on the balcony. All people especially young people will need to be reminded not to climb on the balustrade by their guardian.	To be supervised by a group leader.	All staff, duty manager to monitor	20/04/22	Ongoing
Entrapment in shutter/door mechanisms	Staff or visitors may find themselves locked in the building or through a shutter closing when person or object is in shutter mechanism.	Emergency door opening devices in place. Advice signs explaining what to do if locked in mounted at the exits.	All shutters are serviced and maintained by an external company every 6 months. Shutter users are inducted into use of the shutters and check door area is free of obstruction before closing. They must watch the door close fully to ensure no person crosses under the shutter closing.	All staff, duty manager to monitor	20/04/2022 amended 14/12/23 KH	Ongoing
Burns caused whilst using appliances in the kitchen	Staff or visitors using the kitchen appliances may find themselves with burns caused by the appliances.	Restrict the number of people in the kitchen. Especially when oven is in use. Place signs warning of hot surfaces. Remember to turn off at the wall when finished using. Be aware of steam coming from the Urn. Never move the Urn when it is hot or full.		All staff, duty manager to monitor	20/04/22	Ongoing
Unauthorised public access to site when camping	The camp ground can be accessed from a public track and can be viewed from the park and ride.	Brief group on whereabouts of group leaders. No personal effects left in tents. Group leader is responsible for providing appropriate level of supervision. Have begun to grow ivy and trees to block view from park and ride. Barriers are up that say no access.	Camping site is behind Centre building and is not fully fenced off. Continue to water and maintain plants.	All staff, duty manager to monitor	20/04/22	Ongoing

WWC Car Park and gate	Staff, participants and members of the public may be harmed by moving vehicles.	Group participants to be kept away from car park areas when on activities. Children to be supervised by their guardian when not in the care of centre staff.	Users who are provided a key to the gate must be advised upon its use. Users entrusted with a key to the car park must not delegate the duty to another person.	All staff, duty manager to monitor	20/04/22	Ongoing
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## Risk Assessment – Fire

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Outside Fires	Staff and participants may be burned by fires outside of the building.	No combustible material to be left outside / near the building.		All staff, duty manager to monitor	20/04/22	Ongoing
Building Fire	Staff and visitors through a fire in/near the building.	Duty manager to have completed onsite fire training. Staff to be aware if fire is identified to evacuate everyone to the meeting point at 'no camping' sign by car park and ensure all visitors and staff accounted for. Inform fire brigade any person is unaccounted for.	Staff to be briefed on what to do in case of a fire through induction.  Contractors are supervised by an inducted staff member when onsite.	All staff, duty manager to monitor	20/04/22	Ongoing
Fire Pit	Staff and participants may burn themselves on the fire pit itself, or when adding more wood to the pit. Participants could fall onto the fire pit and burn themselves.	Outside fires are to be contained in the Fire Pit container (The Hollow) only. Fires are not permitted anywhere else on the site. Use of the fire pit is at the discretion of the Duty Manager. There must be a named adult responsible for the safe use of the fire pit. Fires must not be left unattended at ANY time.		All staff, duty manager to monitor	20/04/22	Ongoing
Boiler Room	Contractors/untrained people entering the boiler room.	Outside doors to be kept locked. Only appropriately qualified contractors to work on the boilers. Fire safety devices to be checked regularly. Boiler room to be kept tidy.		All staff, duty manager to monitor	20/04/22	Ongoing
Ground Floor	Staff and participants if there is a fire.	All shutters to be closed when bays are unattended. Fire safety devices to be checked regularly. Fire extinguishers to be checked regularly. All Emergency Fire exits to be kept clear from obstruction.		All staff, duty manager to monitor	20/04/22	Ongoing
Electrical Appliances	Faulty electrical appliances may cause a fire in the building, potentially harming staff and participants.	If any faults develop the appliance should be removed from service. It should be checked before use to ensure it is in a good condition. Any item not required to have a constant power supply to be turned off and unplugged (including maintenance tools).	Continue to complete pre-use checks and remove damaged equipment from service.  Reel type extension leads, when in use, should be unrolled fully. The use of	All staff, duty manager to monitor	20/04/22	Ongoing

			extension leads should be minimised where possible.			
Kitchen	People using the kitchen may cause a fire through misuse of the stove or by burning food.	Electric Stove to be turned off after use. Fire Blanket to be in good condition and accessible at all times.		All staff, duty manager to monitor	20/04/22	Ongoing
Electrical Cupboard	Contractors/untrained people entering the electrical cupboard.	Door to be kept locked. Access for authorised persons only.		All staff, duty manager to monitor	20/04/22	Ongoing
Smoking	Cigarettes and cigars may cause fires if not properly extinguished, potentially harming staff and participants.	No smoking policy operates throughout the building. Smoking area is outside and well away from the building.		All staff, duty manager to monitor	20/04/22	Ongoing

## Risk Assessment – Activities

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Movement of boats and equipment	Staff and visitors may be injured as boats come alongside the bank, lifting and moving equipment.	Staff trained in how to move equipment to minimise injuries, visitors are briefed on avoiding injuries when taking part in the activity. Visitors are briefed in how to avoid falling in and injury by the coach of that activity.	Ensure a full briefing is completed for each activity.	All staff, duty manager to monitor	20/04/22	Ongoing
Immersion accidental or deliberate	Staff and visitors may be injured by falling or entering the water. This could lead to entrapment (under boat) or drowning.	Visitors read the terms and conditions document outlining to maintain safe behaviour whilst onsite including avoidance of capsizes, buoyancy aids are provided and must be worn by all participants, adults to supervise their children. Staff trained to deal with incidents and monitoring activities at all times.	Ensure a full briefing is completed for each activity.	All staff, duty manager to monitor	20/04/22	Ongoing
Water Bourne Illness	Staff and visitors may be injured if they become ill after immersion from water borne pathogens such as Weil's Disease (Leptospirosis)	All participants are encouraged to wash their hands following water activities (basins and soap are provided to do this). Staff wash hands frequently. Participants are advised to shower as soon as possible following immersion, showers are available. Cuts and abrasions should be covered with a waterproof plaster (available onsite to participants).	Posters advising about Weil's disease are displayed in WWC foyer. Hand sanitiser is provided in foyer and when out on trips before eating. Participants are reminded to wash hands following activities especially before eating at lunch time. Activity staff do not run activities with intentional immersion after heavy rain.	All staff, duty manager to monitor	20/04/22	Ongoing

Collisions with other river users	Staff and participants may become injured if they collide with another craft.	All participants to be made aware of the potential problems of other river users especially rowing boats / powered craft and to keep a careful watch for these. All members of the group are made aware when of what to do when a rowing / power boat is approaching.	Ensure all participants are briefed for each activity.  Staff must be aware of their surroundings and prepared to suspend or modify activities as required.	All staff, duty manager to monitor	20/04/22 amended 14/12/23 KH	Ongoing
Heat Exposure/ Sun burn	Staff and visitors may be exposed to excessive temperatures if exposed to the sun for too long.	All persons should be briefed of the possibility of heat exposure and sunburn. Appropriate lightweight clothing should be recommended to cover exposed areas of skin. Hats should be worn to protect the head. Extra breaks and consideration of shade should be used when the weather is excessively hot. Coaches are first aid trained inc. heat exhaustion and how to treat.	Coaches to encourage and support participants to be appropriately hydrated, clothed and where needed sun cream is worn.	All staff, duty manager to monitor	20/04/22	Ongoing
Hypothermia	Staff and visitors may be subject to hypothermia if exposed to cold water or low wind temperatures for prolonged periods of time.	Provision of wind proofs when necessary. Ensure participants are wearing suitable clothes for the conditions.	When there is potential for hypothermia activities to be amended to enable swift return of participants to the building for re-warming following capsize or a participant stating they feel cold. Warm showers and dry clothes to be available.	All staff, duty manager to monitor	20/04/22	Ongoing
Strong winds	Strong wind may cause increased surface flow and reduce control of craft.	Check weather forecast prior to activity, plan for prevailing conditions, good supervision.	Make an additional in person check of the wind conditions (coaches dynamic risk assessment) discuss with duty manager if required.	All staff, duty manager to monitor	20/04/22	Ongoing
River conditions	On the day river conditions may place staff out of their skill level or qualification remit.	Check weather forecast and Environment Agency Advice prior to activity. Coach to pick appropriate area of waterway based on forecast and groups ability level. Coach induction to cover remit and personal ability and awareness that a session can be cancelled if they feel uncomfortable with the conditions.	Duty manager to monitor and be available to discuss staff decisions.	All staff, duty manager to monitor	20/04/22	Ongoing
Jumping in the water	Visitors may wish to jump into the water. Temperature and river conditions should be taken into account.	Coaches to ensure that no participants are pushed into the water. Jumping in to be done under supervision of WWC staff. No Diving, feet first jumping only.	Water temperature, condition and depth should be taken into account.	All staff, duty manager to monitor	20/04/22	Ongoing
Capsize	Staff and visitors could capsize during a session.	Staff to provide capsize brief to novice paddlers and to provide ongoing supervision of group. Staff have the ability to right, empty and assist participant back into all craft on their session.	Staff should be prepared for after a capsize incidents including first aid provisions.	All staff, duty manager to monitor	20/04/22	Ongoing

Entrapment	Visitors may become trapped within their craft during a capsize.	Staff to make sure each participant has a craft that they can get in and out of. This is to be included in the capsize drill. Staff to provide ongoing supervision of group.	Coaching staff are trained in how to retrieve a person that is trapped within their craft.	All staff, duty manager to monitor	20/04/22	Ongoing
Strain injury	Staff and visitors may be subject to a strain injury.	Adequate warm-up to be completed either on land or on the water.		All staff, duty manager to monitor	20/04/22	Ongoing
Head injury	Staff and visitors may incur a head injury whilst taking part in the activities.	Under normal conditions; good supervision and control of group should prevent head injuries from occurring. Wearing of helmets when necessary.	If running an activity which increases the risk of head injury coaches to ensure group are wearing helmets or modify the activity to reduce the risk of head injury.	All staff, duty manager to monitor	20/04/22	Ongoing
Standing on riverbed following jumping in or a capsize	Unknown objects on the riverbed. Participants advised to wear secure and covered foot wear on activities.	Under 18's must have permission from a parent/guardian to not wear footwear on activities.		All staff, duty manager to monitor	20/04/22	Ongoing
Crush injury	Staff and visitors may be at risk to a crush injury in the event of crashes and coming alongside pontoons.	Coach to brief participants of potential danger of certain areas e.g. pontoon and concrete apron, thumb between paddle and craft.		All staff, duty manager to monitor	20/04/22	Ongoing
Medical Conditions	Staff and visitors may have medical conditions either chronic or acute which require medical attention.	Staff and participants are asked to declare any medical conditions which may impact the activity. Chronic conditions; in the staff team have a separate personal risk assessment, in participants under 18 parents or guardians are responsible for completing a personal risk assessment for the individual which WWC staff then follow. This is usually to carry medication in a waterproof bag to be administered when required following their First Aid training or administered by the individual/attending guardian. Participants over 18 are responsible for their personal medication and to discuss any requirements they may have with a staff member.	Any medical emergency will be dealt with as appropriate to the situation. 999 will be called if required. Staff carry means of communication at all times.	All staff, duty manager to monitor	20/04/22	Ongoing
Lone Working	Staff and participants may be harmed if they are working without another responsible person present.	If staff are running activities without another staff member onsite / present they must carry a mobile phone in appropriate case and first aid kit. They must inform a senior staff member when the activity finishes. This staff member will contact them if nothing is heard within 30 minutes of session finish time.	If lone working onsite for example in the office (but not running activities) a mobile phone with contact details of centre manager and another senior staff member must be carried. When lone working without others present the front door should be locked to maintain security.	All staff, duty manager to monitor	19/12/23	Ongoing

Equipment Hire	Participants may be harmed by using equipment incorrectly when hiring	WWC allows equipment hire in Sit on Top Kayaks, Paddleboards, Canoes and KataKanu's. These craft do not present a high risk of entrapment. A terms and conditions document is in place to advise participants on the safe use of the equipment which must be read and signed that they understand before hire takes place.	Staff to ensure equipment has been returned at the end of each day. Hirers are responsible for their own actions and have been made aware through terms and conditions of the dangers posed by the activity. Hire may only take place when the river is not showing any boards by the Environment Agency.	All staff, duty manager to monitor	3/2/24	Ongoing
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## Risk Assessment – Kayaking

Staff Qualifications – Minimum of a paddle sports instructor or equivalent under the supervision of a paddle sports coach or equivalent

Ratios - 1 coach to 8 participants

## Risk Assessment – Canoeing

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Strong winds	High winds may cause handling issues for this craft	Check weather forecast prior to activity, plan for prevailing conditions, good supervision, consider tandem canoeing to mitigate against this or diamond raft if this is still not enough.		All staff, duty manager to monitor	20/04/22	Ongoing

Staff Qualifications – Minimum of a paddle sports instructor or equivalent under the supervision of a paddle sports coach or equivalent

Ratios – 1 coach to 10 participants

## Risk Assessment – Stand-up Paddle Boarding

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Falls onto hard surfaces	Staff and visitors may fall onto a hard surface from the paddleboard	Participants advised to drop lower onto their boards when coming towards the bank.	Ensure participant briefing is covered fully.	All staff, duty manager to monitor	20/04/22	Ongoing
Low pressure in inflatable boards	Staff and visitors may have issues with low pressure boards. This could involve the board folding around the participant.	Coaches to ensure boards are pumped to required pressure before use.		All staff, duty manager to monitor	20/04/22	Ongoing

Paddleboard Leash	Staff and visitors may be at risk of their SUP leash snagging/catching on debris or trees when paddling on flowing water.	Instructors to brief participants to avoid trees & debris while on the river & use group management to avoid areas with a higher risk of leash snagging.	Brief participants to attach SUP leash to calf rather than ankle when paddling in higher flows or high wind.	All staff, duty manager to monitor	20/04/22	Ongoing
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Staff Qualifications – Minimum of a paddle sports instructor or equivalent under the supervision of a paddle sports coach or equivalent

Ratios – 1 coach to 12 participants



## Risk Assessment – Dragonboat

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Capsize including entrapment	Staff and visitors may all become harmed in the event of a capsize and find themselves under the dragon boat.	Helm to give safety briefing, including buddy system, numbering off so participants can be counted for in the event of a capsize and how to exit the boat if underneath during a capsize.	Helm trained on safety brief and capsize drills.	All staff, duty manager to monitor	20/04/22	Ongoing
Crush injury	Staff and visitors may be at risk to a crush injury in the event of crashes and coming alongside pontoons.	Helm to brief participants of potential danger; this includes the boat being alongside pontoons. Participants to be directly supervised by the helm when entering and exiting the boat.		All staff, duty manager to monitor	20/04/22	Ongoing
Splinters – wooden gunnels/paddles	Visitors may be subject to splinters from wooden gunnels or wooden paddles.	Maintain gunnels and paddles as far as possible so that there is no frayed or split wood. Warn participants of potential hazard.		All staff, duty manager to monitor	20/04/22	Ongoing

Staff Qualifications – Suitable training and experience, In house training or BDA Dragonboat Helm

Ratios – 1 coach to 1 boat max

## Risk Assessment – Katanu and Bell-Boat

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Swamping of the craft	Craft may become swamped if excess water is brought onboard. If participants stay in a swamped craft for an extended period of time they may become subject to hypothermia.	Coach to ensure group control at all times. If swamping does occur, then the boat must be drained.		All staff, duty manager to monitor	20/04/22	Ongoing

Staff Qualifications – Minimum of a paddle sports instructor or equivalent under the supervision of a paddle sports coach or equivalent

Ratios – 1 coach to 2 boats

## Risk Assessment – Raft Building

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Raft Collapsing with all participants in the water	Participants may be harmed during a raft collapse. If they are in the water for a substantial period of time there is the chance for hypothermia.	Staff will be trained and assessed for competency as outlined in the Operations Manual. Coach to deliver Safety Brief to group and raft only launched when staff are satisfied that it is structurally sound. A suitable craft to be nearby for safety reasons.	Take into account the risk of hypothermia.	All staff, duty manager to monitor	20/04/22	Ongoing
Head Injury	During rafting there is the chance for head injury either from paddles or the wooden beams used.	Helmets to be worn when raft is being paddled on the water. Group monitoring and briefing during build phase by staff to limit potential for injury.	Ensure full brief takes place for all groups.	All staff, duty manager to monitor	20/04/22	Ongoing
Trapped Limbs	Whilst building and paddling the raft there is the chance that limbs will be trapped if it becomes loose.	Staff are to brief the participants about the risks of trapping limbs within the raft. Staff to ensure the raft is structurally sound when it enters the water and have suitable craft/methods for removing entrapment if it were to happen.	Ensure full brief takes place for all groups. Group monitored at all times when they are on the water.	All staff, duty manager to monitor	20/04/22	Ongoing

Staff Qualifications – Suitably qualified/trained staff under supervision (direct/indirect) of paddle sports coach. Ratios – 1 coach to 12 participants

## Risk Assessment – Buggy Build

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done/Hed
Equipment	Participants may be at risk of injury from improper use of equipment.	Correct use of all equipment explained to participants prior to use. Direct supervision of participants using the equipment by a trained leader. Equipment checked visually prior to session delivery.	The buggy must not be pulled at excessive speed as determined by the supervising staff member, recommended walking pace only.. All knots must be checked by staff member.	All staff, duty manager to monitor	1/10/2024	Ongoing
Head Injury	There is a chance of head injury when building from wooden beams moving.	Supervising staff to ensure group control. Brief participants on the risks of moving beams. Ensure beams do not go above shoulders when carrying or moving.		All staff, duty manager to monitor	1/10/2024	Ongoing
Trapped Limbs	Participants may find limbs trapped within equipment	Participants will be briefed on how to correctly use the equipment under supervision by a trained leader. Knots must be tied tightly as above.		All staff, duty manager to monitor	1/10/2024	Ongoing

## Risk Assessment – Disabled and additional needs participants during water activities

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Getting into and out of the craft	Participants may have issues getting in and out of the craft which could result in falls.	Coach to speak with participant or carer regarding needs and abilities. If additional support is required from coaches and accompanying trained staff the coach will supervise this. The hoist is to be used by a coach who is trained and competent.		All staff, duty manager to monitor	20/04/22	Ongoing

Before the group are kitted up a conversation regarding the welfare, S.E.N (Special Educational Needs), behaviour, and general feeling of the group must have been held between the Instructor and the main party leader. If there are any concerns then a conversation regarding the group and programmed activities is to be held between the Duty Manager, Instructor and Group Leader. The final decision rests with the most senior member of WWC staff on site at the time. If the behaviour of an individual within a group is deemed unsafe, the instructor will ask that person to return to dry land and will then be the responsibility of a member of accompanying staff. The instructor must consider the implications of needing to evacuate the river easily and safely. If any personal intervention is required this must be made clear that the accompanying support staff of the group will carry this out and WWC staff will only assist when and as directed. At no time will WWC staff restrain any participant unless it is a life-threatening situation.

## Risk Assessment – Land Based Activities (Problem Solving)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips, trips and falls	Participants may fall during land based activities on wet surfaces or loose objects.	Coach to remove any identifiable hazards or identify them to participants so that they can avoid them.	Each activity has its own info and safety brief to be followed. When running activity coach to monitor and dynamically risk assess all activities they are running.	All staff, duty manager to monitor	20/04/22	Ongoing
Collision with other participants/ equipment	Participants may collide with each other or with activities equipment resulting in an injury.	Group control and management by WWC Staff, clear instructions and direct supervision when taking part in potentially hazardous activity.		All staff, duty manager to monitor	20/04/22	Ongoing

Staff Qualifications – Suitably qualified/trained staff under supervision (direct/indirect) of senior staff member. Ratios – 1 coach to 15 participants

## Risk Assessment – Orienteering

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Terrain; uneven ground, slips, trips and falls	Participants may fall when orienteering on wet surfaces or loose objects.	Orienteering course is in a designated area. It is a flat area, surface is generally sound and stable. Safety brief will take place with participants. Appropriate outdoor footwear to be worn at all times.	If any risks in the area are identified, these are to be checked by a staff member and the course may be modified. Activity is to be supervised at all times (this may be remote if suitable for the group).  In wet conditions the group should walk not run between points; group leader to specify in safety brief.	All staff, duty manager to monitor	8/9/22	Ongoing
River and Ponds in area	Participants may get into difficulty if they enter the water.	Participants briefed to stay away from the waters edge and that orienteering points are not placed close to the water.	Group under supervision as above	All staff, duty manager to monitor	8/9/22	Ongoing
Missing Participants	Participants may become lost or disorientated	Groups must be no smaller than 2 people. They must stay together. Group briefed on the course, where the boundaries are and where to head to for support if lost.  A clear start and finish time must be in place. If there are any participants out past this time a search will take place. Briefing to include appropriate behaviour.	Group briefing to take place including what to do if they become lost / how to get support (appropriate to the group age and experience).  Group leader to carry a first aid kit and mobile phone. Supervisors to be out on the course and participants know who they are. Back person to sweep course as they return to start.	All staff, duty manager to monitor	8/9/22	Ongoing

Roads	Participants may become injured if they stray onto the roads	Participants should not go near the roads onsite; the orienteering area does not cross any roads.	To be included on briefing that groups are not to cross any roads	All staff, duty manager to monitor	8/9/22	Ongoing
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Staff Qualifications – Suitably qualified/trained staff under supervision (direct/indirect) of senior staff member. Ratios – 1 coach to 15 participants

## Risk Assessment – Yellow/Red Board Activities

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Increase in flow	Participants may be at risk if flow is outside of skill level.	Coach to operate in restricted operating area.	Yellow Boards - agreed with duty manager on the day as appropriate to activity. Red Boards - agreed with centre manager on the day or activity is to be cancelled.	All staff, duty manager to monitor	20/04/22	Ongoing
Overhanging trees	Participants may find themselves within overhanging trees which could lead to capsize.	Activities to take place on the centre side of the river to avoid overhanging trees on marina side of the river.		All staff, duty manager to monitor	20/04/22	Ongoing
Debris	Due to increased flow, there may be debris moving at an increased speed that can lead to incident.	Coach to be aware and warn participants of potential hazards.		All staff, duty manager to monitor	20/04/22	Ongoing

Staff Qualifications – Yellow Boards: Paddle sport leader, coach or equivalent, Red Boards: Minimum Moderate water leader, coach, or in-house sign off. Ratios –6 participants per qualified coach

## Risk Assessment – Outside of Operating Area

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Different water environments i.e. Narrow sections of back water, Canals, Weirs & locks	Staff and visitors may be taken out of skill level resulting in injury to themselves or others.	Coaches to hold valid first aid qualification required for the environment. Coaches to carry phone number of Duty/Centre Manager and get in contact at least once during the activity (if this activity is longer than 3 hours in duration).	Appropriate Leader kit to be carried at all times, including 1 <sup>st</sup> Aid kit and mobile phone.	All staff, duty manager to monitor	20/04/22	Ongoing
Travelling through Locks	Participants unfamiliar with locks may find themselves out of their skill level and therefore may be at risk of harm.	Staff must be familiar with Operating Locks. Participants to be rafted together in small groups to prevent drifting close to the lock gate. Participants to be directly supervised on the water. Chains are available on the walls to hold with a loose and movable grip – Participants briefed to keep a grip on the chain and to keep fingers free from the links.	Participants briefed by Coach. The Coach must be confident in the groups' behaviour and understanding. The coach must take into consideration factors, such as other water users, ability of the group to understand and follow instructions. Coach to consider a portage if necessary.	All staff, duty manager to monitor	20/04/22	Ongoing

Staff Qualifications – Minimum of a paddle sports leader or equivalent under the supervision of a paddle sports coach or equivalent,  
In-house sign off. Ratios – Dependant upon craft

## Risk Assessments – Pool Sessions

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Injury to swimmer	Swimmers may be put at harm if within the range of a water craft in the pool.	No recreational swimming allowed – direct supervision of participants in the water.	Appropriate Leader kit to be carried at all times, including 1 <sup>st</sup> Aid kit. Kayaking/Canoeing Risk Assessments to be followed as appropriate.	All staff, duty manager to monitor	20/04/22	Ongoing

Staff Qualifications – Minimum of a paddle sports instructor or equivalent under the supervision of a paddle sports coach or equivalent.  
Ratios – 1 coach to 12 participants

## Risk Assessment – Ergo Paddling

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Equipment	Participants may be at risk of injury from improper use of equipment.	Correct use of all equipment explained to participants prior to use. Direct supervision of participants using the equipment by suitably qualified leader. Equipment checked visually prior to session delivery. At any time, participants feel uncomfortable / straining etc.... they must be advised stop immediately.		All staff, duty manager to monitor	20/04/22	Ongoing
Trapped Limbs	Participants may find limbs trapped within equipment	Participants will be briefed in how to correctly use the equipment under supervision by a trained leader.		All staff, duty manager to monitor	20/04/22	Ongoing

## Risk Assessment – Camping and use of The Hollow

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
BBQ	The BBQ could cause burns to the users.	Adult use only. Not to be left unattended whilst in use.		All staff, duty manager to monitor	20/04/22	Ongoing
Fire	Fire could result in burns to the users.	Use of open fires on camp ground is not permitted except within camp fire circle, fire to be supervised by Adult campers. Fire not to be left unattended. A means of extinguishing fire must be available when fire circle is in use.		All staff, duty manager to monitor	20/04/22	Ongoing
Fauna and Flora	Participants may find themselves entangled within the fauna. This can result in scratches and cuts.	Brief group of potential hazards of local area including brambles, thorn bushes and stinging nettles.		All staff, duty manager to monitor	20/04/22	Ongoing
Lightning	Staff and visitors may be injured by a lightning strike to them or the surrounding area.	Retire inside the building and contact on call member of staff if this is overnight and they will advise further.		All staff, duty manager to monitor	20/04/22	Ongoing

## Risk Assessment – Adjusting Participant Ratio's

*Rationale: WWC work and book sessions based on instructor ratio's set in our standard risk assessments and policies. There are times due to unforeseen circumstances or session planning where WWC require a higher ratio of participants to instructors than in our standard procedure. This risk assessment is to outline under what circumstances this may be appropriate.*

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Potential for decreased observation of participants	Participants and staff may be harmed if the instructor is overloaded with participants and therefore can not observe all participants to an acceptable level or maintain group control.	We work under recommended instructor to participant ratios and these should be adhered to where possible. In situations appropriate to extending the ratios a dynamic risk assessment must take place.	The dynamic risk assessment must take into consideration; the current conditions, instructor experience, instructor fitness to work during that session, the age and ability of participants and back up options in place if the instructor were to become overloaded.	The decision to increase ratios must come from a senior member of staff (Level 2 coach or above).	This decision can be made/revoked by a Level 2 coach or above.	

## Cloud9 Pursuits Ltd - Axe, Knives & Angel Throwing Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff, group and visitors may be injured if they trip over objects/uneven ground or slip on spillages	The activity involves marking the ground, group leader ensures marks are tight and group are aware of these and uneven ground. Sensible behaviour to be maintained at all times.	Ensure site is laid out appropriately prior to all sessions	All staff, group leader to monitor	Ongoing	Ongoing



Struck by thrown objects	Any thrown implement may hit staff, group or members of the public	<p>Staff to follow their training and companies' activity structure and guidance notes in place.</p> <p>Active area to be cordoned off, with one entry and exit. Session area to be managed and risk assessed by trained staff. Visitors to be aged 10+ and throw from a minimum of 3m distance to ensure enough space from target if objects bounce back.</p> <p>No person to be stood directly behind throwing person, adequate gap between targets and throwing group members.</p>	<p>Ensure all session areas are checked and cordoned appropriately.</p> <p>Group monitored and throwing area controlled by group leader under set format.</p>	All staff, group leader to monitor	Ongoing	Ongoing
Cut from equipment	<p>Visitors may be injured if spurs develop on equipment from metal hitting metal.</p> <p>Visitors may be injured by hitting themselves with the equipment or when collecting equipment from the target.</p>	<p>Group to be briefed on the potential for this injury and to check between throws, to tell group leader if found who can file the metal spur or take the equipment out of service. Group control to be maintained to ensure no inappropriate behaviour takes place.</p> <p>Group to be briefed on throwing procedure and how to avoid injury. Throwing technique monitored by group leader. Group to be briefed on potential of 'bear trap' and how to avoid injury when collecting.</p>	<p>Younger or less experienced groups to take part in angel throwing only, may then develop onto tomahawk (axe) throwing.</p> <p>Full group briefing to take place for every participant, they are to be made aware of the risks of the activity before taking part.</p>	All staff, group leader to monitor	Ongoing	Ongoing
Hypothermia/ Hyperthermia	Staff and visitors may suffer the effects of weather including hot and cold.	Group leader to ensure the activity is appropriate to take place in current weather conditions including checking forecast. Group to be wearing appropriate clothing and have adequate facilities for breaks/shelter.	Group leader to check each session and monitor weather during the session.	All staff, group leader to monitor	Ongoing	Ongoing

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities. Inform your line manager if you feel this assessment needs updating/amending.